

REQUEST FOR REPRODUCTION / PRINTING

FAX (916) 854-3172

VOICE (916) 854-3587

Requested by:	Extension:	Request Date:	Date Needed:
Section:	Mail Box Number:	Type of Mission: <input type="checkbox"/> Federal <input type="checkbox"/> State	
Number of Pages: (Count both sides if printed)	Number of Copies:	<input type="checkbox"/> Distribute: (See Below)	

Project Description:

Special Instructions:

Ina Bind Title: _____

(Will be printed exactly as written.)

Check work needed:

- ☐ Per attached sample
- ☐ 1 Sided
- ☐ 2 Sided
 - ☐ Back to Back
 - ☐ Tumble

Paper: (White, if none marked)

- ☐ Bond _____
- ☐ Cover _____
- ☐ Envelope _____
- ☐ NCR _____ part
- ☐ Other _____

Print Size:





- ☐ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ 11 x 17
- ☐ Other _____

Ink Color:

- ☐ Black
 - ☐ Other _____
- (Over 2-color printing requires prior approval of CAJS-DA, X3634)

☐ Collate

Staple:

- ☐ Top 
- ☐ Side 
- ☐ Booklet 
- ☐ Landscape 

☐ Xerox Binding Tape

☐ Ina Bind Binding Tape (Requires CAJS-DA Approval)

☐ Drill:

- ☐ Left _____ holes
- ☐ Top _____ holes

☐ Fold:

- ☐ Letter
- ☐ Half
- ☐ Z
- ☐ Special Fold _____

☐ Final Size:

Trim to: _____ X _____

☐ Pad:

_____ Pads
_____ Sheets per pad

Distribution Instructions (See Back for guidelines):

ARMY: ☐ A ☐ B ☐ C ☐ TA ☐ O

☐ SPECIAL TAAI

AIR: ☐ F ☐ TA

(Job/Balance)

OTAG: ☐ M ☐ 1 Each Employee

☐ Return to Section

☐ Additional Copies Needed _____

PRINT SHOP USE ONLY

Job Number _____ Press: ☐ 5690 ☐ 5750 ☐ H 248 ☐ SU 47

Date Printed: _____ Date Completed: _____

SgC _____ ShC _____ M _____ I _____ F _____ D _____

Special Project Approval
(CAJS-DA only):

Distribution Guidelines

ARMY

- A** – OTAG, Division, Brigade, Troop Command, Battalion down to Company level & OMS, CSMS, MATES, USPFO
- B** – OTAG, Division, Brigade, Troop Command, Battalion levels only
- C** – OTAG, Division, Brigade, Troop Command levels only
- TA** – Same distribution as Army A (only more copies are sent)
- O** – Organizational Maintenance Shops (OMS) only

AIR

- F** – All to Air Division at OTAG
- TA** – Main Air Guard HQ Wings, OTAG

OTAG

- M** – OTAG boxes only
- 1 Each Employee** – OTAG employees
- Special TAAI** – Uses Army and AIR TA distribution guidelines